

EMPLOYMENT OPPORTUNITY

Application may be obtained from:

HUMAN RESOURCES

43600 Mission Blvd., Fremont, CA 94539-0390

Office: (510)659-6088

Fax: (510) 659-6025

Job Line: (510)659-6250

TDD: (510)659-6089

Email: jobs@ohlone.edu

Web: <http://www.ohlone.edu>

Fremont, CA 94538

Phone: 510-795-2244 Fax: 510-795-2240

www.fremontbusiness.com

Security Officer I or II, Job Ref. #08-24

Full-time, One-Year Temporary, 12 Month, Classified Position

Current Schedule: 6:00 a.m. to 11:00 p.m.

Security Officer I - Range 25: \$2,888 - \$3,668/Month (in 6 steps)

Security Officer II - Range 28: \$3,110 - \$3,944/Month (in 6 steps)

Ohlone Community College District

APPLICATION DEADLINE

Applications must be submitted to the Human Resources Office by 4:00 p.m. on Tuesday, August 12, 2008.. The College reserves the right to continue or close the recruitment at any time. Please Note: Postmarks will not be accepted. Applications may be faxed to (510) 659-6025, emailed to jobs@ohlone.edu, or left in the mail box outside room 1203A. Human Resources office hours are Monday through Thursday, 10:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m.. The Human Resources office is closed on Fridays.

SUMMARY OF POSITION

Under general supervision, patrol parking lots, buildings, and entire campus area to provide proper security; direct traffic; enforce College Security and parking policies; provide information to staff and public. May be assigned to work days, nights, weekends, and holidays.

EXAMPLE OF DUTIES & RESPONSIBILITIES

Make regular and spot patrols of streets, walkways, parking lots, buildings, facilities, and grounds to prevent vandalism, property loss, accidents, and similar incidence; check doors on all buildings to ensure that they are locked and secure; turn out lights, remove or block hazards; report fires and call the Police Department for assistance as needed or required; call for emergency services; operate radio communications equipment; operate emergency communications equipment; Patrol and assist in crowd control at athletic events, dances, and

similar special events; check on traffic flow and relieve congestion and enforce parking regulations, including the issuance of parking citations; directs traffic; check passes for restricted parking areas; deter loitering; may transport and deliver legal tender or documents; Respond to accidents and emergency situations and call for emergency services/Fremont or Newark Police for assistance as needed; Make written and oral reports of accidents, violations, damages, disturbances, and other incidents; Investigate crimes and do follow-up investigations as required; Only when in the presence of and directly supervised by the Chief of Safety and Security or campus Police Officer assist the Chief of Police and the campus Police Officer in various duties as directed, (i.e., making arrests, detaining subjects under investigations, crime scenes); Provide information and direction to the public and staff; Operate radio communication systems equipment; Keep supervisor fully informed on all major incidents or problems; writes reports/logs of daily activities; Perform other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Written and spoken English; principles of public relations; identifying and analyzing problems; first aid and CPR techniques.

Skills to: Operate radio communications and computer equipment.

Ability to: Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students. Apply ethical judgments; maintain good professional conduct; cooperate with other police agencies; maintain confidentiality; maintain good interpersonal communications with those in contact with; write reports; work under pressure in stressful situations; deal with all levels of society; be sensitive to, and have an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, staff and general public; follow instructions carefully; work independently and as a team; use tact when dealing with the public; apply CPR and first aid.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of experience indicating reliability and responsibility. Six months of reserve or regular police experience or security patrol work may be substituted for high school diploma;

Education: AA Degree in Police Science HIGHLY DESIRABLE! Requirement for Security Officer II: Must have successfully completed 832 P.C. Laws of Arrest Course.

LICENSE: Pre/Post-Employment License/Certificate Requirements Must possess, maintain, and keep current throughout employment the following: 1) a good driving record and a valid California Driver's license; 2) a first aid and CPR certificates issued by the American Red Cross or equivalent, during first 60 days of employment.

Pre-employment Requirements: A thorough personal/professional history background investigation and physical examination may be conducted. Must show medical evidence of freedom from active tuberculosis; and fingerprints will be submitted to Live Scan.

Special Requirements: Essential duties require the following physical abilities and work environment: Physical: sit, stand, walk, run, kneel, climb, stoop, lift 75 lbs. and drag 150 lbs.; Working Environment: working outdoors; drive a vehicle; work day or night shift.

PROBATION

This is a bargaining unit position. Incumbent must serve 12-month probation period.

SALARY: For Security Officer II: Maximum initial monthly salary placement will be placed at Step (1) \$3,110, Step (2) \$3,259, or Step (3) \$3,419; and for Security Officer I: Maximum initial monthly salary placement will be placed at Step (1) \$2,888, (Step (2) \$3,027, or Step (3) \$3,177 depending on education and experience. 5% step increases annually until Step 6 is reached.

APPLICATION PROCEDURES

ATTENTION: Those that previously filed for Security Officer II that did NOT meet the requirement for successfully completing the 832 P.C. Laws of Arrest Course will automatically be considered for Security Officer I unless we are notified that they do not wish to be considered for Security Officer, Level I.

In order to be considered you must submit all of the following by the closing date of this announcement.

Completed Ohlone College application form. NOTE: Failure to submit an Ohlone Classified Application will eliminate the applicant from consideration.

Current resume recommended.

All materials submitted with your application will be considered for this opening only, becomes District property, and will not be returned.

Forward your completed application and other required documents to: Ohlone College, Human Resources, 43600 Mission Boulevard, Fremont, CA 94539-0390

The Screening Committee will review applications. From that pool, the committee will select a limited number of candidates to invite for interview.

All travel arrangements will be at the applicant's expense.

If you are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call Human Resources.

Note: Letters of Recommendation will not be considered in the employment process.

SUMMARY OF STANDARD BENEFITS FOR FULL-TIME EMPLOYEES

Medical, Dental Vision & Life Insurance

Membership in Public Employees' Retirement System (2% at 55)

Salary Continuation Insurance

State Unemployment Insurance

Workers' Compensation Insurance

Contribution to Social Security

Paid vacation at the rate of 10 days for the first four years of employment, 15 days for the fifth through ninth year, and 20 days after the Ninth year

Paid sick leave at the rate of one day per month, accumulating indefinitely, if unused

Fifteen paid holidays each year

Longevity Pay Step Increase (5% after the 9th, 14th, 19th, and 23rd years of District service.)

IRS Section 125 Flexible Medical Spending Plan

Medicare (Employee contributes)

403(b) Tax Shelter Annuity Plan (Employee contributes)

457(b) Deferred Compensation Plan (employee contributes)

IMMIGRATION REFORM & CONTROL ACT OF 1986

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986".

OHLONE COMMUNITY COLLEGE DISTRICT

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 16,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

EQUAL OPPORTUNITY EMPLOYER

Ohlone College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, age or marital status in employment, in any educational program or in the provision of benefits and services to its students.

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